

Action

OTD 66-3502

OFFICE OF CONGRESSIONAL AFFAIRS

Routing Slip

	ACTION	INFO
1. D/OCA		
2. DD/Legislation		X
3. DD/Senate Affairs		X
4. Ch/Senate Affairs		
5. DD/House Affairs		
6. Ch/House Affairs		
7. Admin Officer		
8. Executive Officer		X
9. FOIA Officer		
10. Constituent Inquiries Officer		
11.		
12.		

SUSPENSE

10 June 86
Date

Action Officer:

ave Gries

Remarks:

11 / 11 June 86

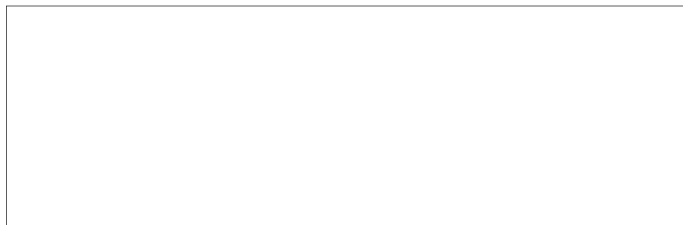
Name/Date

Dear Jean

One file copy is
attached.

It is a mystery
as to what happened
to the other

STAT



ADMINISTRATIVE - INTERNAL USE ONLY

OCA FILE OLL
RECPT # Record

OTE 86-3502

29 MAY 1986

MEMORANDUM FOR: Director of Congressional Affairs
FROM:
Director of Training and Education
SUBJECT: Intelligence Issues Course

1. The Intelligence Issues Course will have its pilot running 14-22 July 1986. The course is designed for Executive Secretaries with approximately 15 years experience.

2. We wish to incorporate a Congressional Oversight briefing because of the important role Congress plays in the Agency's mission. We feel that the Agency's Executive Secretaries must be aware of the requirements and sensitivities involved in dealing with Congressional Committees.

3. The outline for course speakers and field trips includes a HPSCI or SSCI briefing the morning of 21 July. But our schedule can be adjusted to accommodate whatever arrangements you can make with either of those Committees.

4. Should you require further information or have questions regarding our proposal, please call the Course Director, on secure line

ADMINISTRATIVE - INTERNAL USE ONLY

(22 May 1986).

Orig. - Addressee
2 - D/OTE Chrono
2 - OTE Registry
1 - SACTD/Chrono

[illegible]